

# GETTING STARTED WITH ADOBE PREMIERE PRO

## Preparing Media for the Edit

### STEP 1: LOGIN TO NEXIS

- Launch the **NEXIS** Client Manager
  - System: Double Click Nexis
    - Username: Assigned Number
    - Password: Oasis #
  - Workspaces: Double Click Assigned Workspace to Mount on Desktop
- 1. Create a **Project Folder** on your Nexis Partition or Personal External Hard Drive. Inside the Project Folder create folders for the project's elements.
  - a. BIO DOCUMENTARY
    - i. Audio
    - ii. Video
    - iii. SFX
    - iv. Music
    - v. Exports
    - vi. Project File

The Post Center suggests that you create a folder for each project so all the elements for that project live in one place. By doing it this way, you can easily find any media for the project and your project will be less likely to go offline because the **Project File** will be tied to this folder and the media it contains.

- 2. Media: Copy to the correct folder.
  - a. For example: I shot 2 SD cards and need to copy the media files to my Video folder. For each card, create a numbered folder: **001** and **002**. Mount the first SD card and copy the contents into the 001 folder. Do the same for the second SD card. Copy everything. Never break the card structure. This folder will act as a duplicate SD Card.

## Creating a New Premiere Project

- 3. Launch Premiere and choose **New Project**
  - **Name:** Project Title and your last name – **Project\_LastName**
  - **Location:** Select Browse and navigate to the Project File folder in the Project folder
    - BIO DOCUMENTARY > Project Files
  - **Scratch Disks:** Double check that everything is **Same As Project** and is pointed to the project folder you created. This will ensure that all auto save and preview files are saved to your Nexis Partition.
    - Once you begin editing, saving, adding effects, and rendering, a new folder – **Adobe Premiere Pro Preview Files** will be created alongside your Project File in your Premier Projects folder. This is a reflection of your Scratch Disk settings.
  - **Select**

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## Archiving Your Project File

- Create a **Project Archive** folder on your Nexis Partition or Personal External Hard Drive
  - Project Archive
- Create a **Dated** folder for each edit session
  - Project Archive > 20180914
- Copy the **Project File** from the current Project Files folder
  - Project Archive > 20180914 > Project\_Lastname.prproj

Before you begin editing, organize your project. Adjust any preferences. Create bins: Active Sequence, Archive Sequence, Load In, Music, Graphics, SFX, etc...

Follow this workflow for each new project.